

OTR 79-1099

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DD/A REGISTRY

FILE: Personnel

DD/A Registry  
79-0534/36

MEMORANDUM FOR: Deputy Director of Central Intelligence  
VIA: Deputy Director for Administration  
FROM: Directors of Personnel and Training  
SUBJECT: Sabbaticals for Senior Intelligence Service Members  
REFERENCES: A. CIA Senior Intelligence Service Brochure,  
dated 1 October 1979  
B. Memo from GC to DDCI dtd 28 September 1979;  
Subject: Statutory Authority for Proposed  
SIS System (OGC 79-00857)

1. This memorandum proposes for your approval statements of policy and procedures for administering the program of sabbaticals for Senior Intelligence Service (SIS) members.

2. Definition: A sabbatical is a period of official absence from regular duty status in order to conduct a program of learning, research, work experience or other activity which has been approved by the Agency and which will contribute to an SIS member's development and effectiveness as a substantive expert or executive. A sabbatical may relate to the individual's present job or the mission of his or her organization, or it may relate to preparation for a change of assignment or career field within the Agency. The sabbatical should not be substituted for external training designed to meet specific work requirements, but it should be an integral and planned element of the SIS member's career under the Executive Development Program.

3. Eligibility: Any member of the SIS may be granted a sabbatical after the completion of seven years of service

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equivalent to the duties and responsibilities found in SIS positions. SIS members who are eligible for voluntary retirement are not eligible for sabbaticals; for this purpose voluntary retirement is defined by the age and service specifications of the Civil Service Retirement System. An SIS member may not spend more than 11 months in sabbatical status during any 10-year period.

4. Service Requirements: Employees granted sabbaticals will be obligated to enter into a service agreement which required a minimum of two years' additional service upon completion of the sabbatical. In the event the employee fails to remain in the service for two years he or she shall be liable -- except for good and sufficient reasons as determined by the DCI/DDCI -- to the United States Government for payment of all sabbatical expenses including salary.

5. Entitlements: A sabbatical shall not result in a deduction in (except as specified below) pay, annual or sick leave to which the SIS member is otherwise entitled, or credit for time or service. The recipient may be authorized travel expenses, including per diem allowances, as may be determined to be essential for the sabbatical activity. Any compensation received in connection with a sabbatical activity must be returned to the Agency or offset by an equivalent reduction in salary. An individual on sabbatical assignment normally will not be eligible for a cash award under the SIS Program during the period of the sabbatical, however.

6. Administrative Procedures: A sabbatical may be proposed by an individual or by the individual's component. It should take the form of a proposal which outlines the activity to be conducted during the sabbatical period, the subject matter, if appropriate, the places in which the sabbatical is to be accomplished, and the expected results of the sabbatical in terms of contributing to the employee's effectiveness or otherwise enhancing CIA's mission. The memorandum of request should be originated by the individual and presented for concurrence or non-concurrence by the heads of the individual's component and career service. The proposal will be reviewed and evaluated by the CIA Training Selection Board and be submitted to the DCI/DDCI for approval. Individuals under cover must also receive the concurrence of the Chief, Central

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Cover Staff. Individuals on sabbaticals will remain on the Position Control Register of their respective components, and the latter are responsible for the assignment of the employee upon return.

STAT

Harry E. Fitzwater  
Director of Personnel

Donald E. Smith  
Director of Training

APPROVED: \_\_\_\_\_  
Deputy Director of Central Intelligence

DATE: \_\_\_\_\_

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